

**Request for Proposal (RFP) Number: 623-KE-08-009**  
**Kenya Orphans and Vulnerable Children (OVC) Scholarship Program**  
**Questions on the RFP**

1. Is there a bilateral agreement or a SOAG with the cooperating country which provides an exemption from local taxes to USAID contractors or recipients?

**USAID Response: yes**

2. If so, have there been representations made by the USAID Mission to the government of the cooperating country for the exemption to be recognized?

**USAID Response: yes**

3. Among the 800 continuing students who will receive scholarship support in CY2009 (Attachment 5), could USAID please break this number by level of schooling and by district similar to the breakdown for new CY2009 students in Attachment 6?

**USAID Response: 80 percent are secondary, 10 percent are middle college and 10 percent are university.**

4. In approximately how many schools will the contractor need to establish Memoranda of Understanding in CY2009?

**USAID Response: approximately 1,200 schools.**

5. Section H.8, Language Requirements, indicates that “Contractor personnel and/or consultant shall have English and Kiswahili language proficiency to perform technical services.” Please confirm whether this requirement applies generally to the project personnel’s overall ability to communicate in these two languages or is specific to some or all listed personnel positions.

**USAID Response: This requirement applies to the contractor’s personnel. English is required and proficiency in Kiswahili is desirable.**

6. As written the Kenya OVC solicitation request that we submit hard copies by the due date. Would USAID consider allowing us to provide an electronic submission with hard copies to follow shortly thereafter?

**USAID Response: No**

7. Continuing students: Are they only in secondary school or also in university and college?

**USAID Response: Continuing students are approximately 80 percent secondary students, 10 percent middle college and 10 percent university level.**

8. Please advise how we would receive contacts of continuing students and their schools and all details.

**USAID Response: USAID will provide the list of continuing students and schools at contract award.**

9. Are we looking at orphans who have only just completed Standard 8 or are we also looking at orphans who may have been out of school and if they have been out of school is there a limit to the period of time they have been out of school to be considered? In other words is there room for students who are new to the program and continuing their education. Or is it those who sat for Standard 8 last year, received letters of invitation and were unable to proceed due to lack of funds?

**USAID Response: Both continuing and new students are enrolled in school.**

10. Are those who are in school now, are orphans and struggling to pay (sometimes they can pay, sometimes they can't so they miss school) also eligible?

**USAID Response: Yes, they are eligible.**

11. Is there an age limit? For example, if someone is 18 years and wishes to return to school say in form 1?

**USAID Response: 80 percent of the OVC are secondary school age range.**

12. Do we have confirmation that accredited public education institutions will take back children who have been out of school? Have the schools confirmed that they have vacancies in the various classes?

**USAID Response: continuing and new students are enrolled in school.**

13. If it is only students that will have just finished Standard 8 this year (2008) results come out in January, however invitations to join come out in February and children join in March, meaning schools and children can only be confirmed early next year.

**USAID Response: the continuing and new students have been accepted for school year CY09.**

14. Can you give any information on the method used to recruit the children under the continuing education element, successes and lessons learnt and can you advise when that recruitment was conducted?

**USAID Response: USAID worked with District Education Officer, Ministry of Education and Department of Children Services to identify eligible students as stated in Section C.**

15. XXXX would be willing to present a proposal to cater for the mid-level college and university education only. Is that okay?

**USAID Response: No.**

16. The deadline for submitting questions is shown in the document as 1<sup>st</sup>. September 2008, 10.00am. Can we submit questions after 1<sup>st</sup>. September 2008, given that the advertisement was placed today? We might need this extension in order to prepare a good proposal.

**USAID Response. No.**

17. The deadline for submission proposal is indicated as 1<sup>st</sup>. October 2008 in the document. The newspaper advertisement indicates 22<sup>nd</sup>. September 2008 as the deadline. Please confirm the date that we should work with.

**USAID Response: the deadline is October 1, 2008 as stated in the solicitation.**

18. What is the amount of the current contract?

**USAID Response: the current contract obligated amount is \$2,181,677**

19. What is the source of the scholarship program payments (\$2,500,000 in CY2009)?

**USAID Response: President's Emergency Plan for AIDS Relief.**

20. Is the incumbent contractor eligible to submit a bid?

**USAID Response: Yes**

21. Will the firm manage the entire scholarship fund (countrywide), or will a firm in a place like XXXXX only manage the funds allocated to XXXXX and a firm in XXXX manage the funds allocated to XXXXX?

**USAID Response: The contract will be for a countrywide program**

22. Page B-1. Section B.3. Estimated Cost, Fixed Fee and Obligated Amount. The values in items a) and b) are blank in this section. Can you please provide the figures?

**USAID Response: Offerors are required to provide these amounts as part of the cost proposal.**

23. Page B-2. Section B.4. Price Schedule. Item (c). Are these approximate costs calculated based upon the full cost of enrollment and attendance, or are these costs estimated by factoring in a school contribution through waivers and/or in-kind contributions?

**USAID Response: Calculations are based upon historical costs and any school contribution.**

24. Page C-1. Section C.4. Contractor Tasks and Deliverables. Items (a), (b), and (d). Items (a) and (b) indicate school payments must be made by January 1, 2009, and item (d) indicates that school payments must be completed by the first day of the term/semester. Does this mean that partial payments are required by January 1, 2009? Does USAID want only first term/semester payments completed by the first day of the term/semester, or full-year payments? Anticipating the contract award in early November, and considering schools will close in December, can the school payment date be changed to the first day of the term/semester for these two items? Can detailed school and scholarship recipient information be made available to the Contractor prior to the conclusion of the current contract immediately upon the award of the new contract?

**USAID Response: The first payment is due by January 1, 2009 and is for the first term/semester. The subsequent payments will be made prior to the beginning of the term/semester. Scholarship recipients and school names will be provided at contract award.**

25. Page C-2. Section C.4. Contractor Tasks and Deliverables. Item (p). Will outreach materials be needed since the last cohort of new students has already been selected and no new students are scheduled to join after CY 2009?

**USAID Response: yes.**

26. Pages C-2 & 3. Section C 4 Contractor Tasks and Deliverables. Item (v). If the school where a student has been accepted refuses to sign an MOU with the contractor, can the contractor select another school for the student and facilitate his/her enrollment in the new school?

**USAID Response: USAID expects all the schools to sign the MOU.**

27. Pages L-4 & 5. Section L.8. Instructions for the Preparation of the Technical Proposal. Technical Format Section 6. Are the proposed staffing plan and the matrix of relevant programmatic and technical skills included in the 25 page limit?

**USAID Response: Yes**

28. Page L-6. Section L.10. Instructions Regarding Key Personnel. Project Director and Scholarship Manager. The specific qualifications for the key personnel (Project Director and Scholarship Manager) seem overly narrow in scope and may preclude extremely qualified candidates from being proposed. We request that USAID broaden the qualifications for these two Key Personnel positions, including extensive experience in scholarship management as an equivalent to a Masters Degree in Education.

**USAID Response: Both positions already require extensive experience in scholarship management.**

29. Page L-7. Section L.10. Instructions Regarding Key Personnel. B. Proposed staffing plan. The final sentence is incomplete: "The extent to which qualified Kenyans are proposed for leadership, technical and managerial positions." Can you clarify what is meant by this phrase?

**USAID Response: This is an evaluation factor.**

30. Page L-7. Section L.11. Instructions for the Preparation of the Cost Proposal. Do you want the budget to be presented for the three-year base period at full funding, assuming all money will be obligated?

**USAID Response: Section L.11 states offerors shall provide a budget for each line item listed in Section B.**

31. Is it possible to receive a list of schools/colleges/universities by town and district where current and new students are/will be enrolled?

**USAID Response: This will be provided at contract award.**

32. My query was whether we have to apply in partnership with another organization or could we apply to directly administer and implement the scholarship?

**USAID Response: The cover page, paragraph one addresses this question.**

33. My question is would USAID consider an application/proposal written in conformity with the guidelines given but for a smaller portion of the grant?

**USAID Response: No. The requirement is stated in section C of the solicitation.**